

GENERAL CONDITIONS OF SERVICE

Columbia University Libraries

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<http://www.columbia.edu/cu/lweb/services/preservation/reproductions.html>

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<http://www.columbia.edu/cu/lweb/services/preservation/publicationsPolicy.html>

RESTRICTIONS

The Library reserves the right, at its discretion:

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- to retain the negative
- to restrict the use or further reproduction of rare or valuable material
- to make special quotations on materials involving unusual difficulty or special circumstances
- to refuse request for restricted materials
- to decline requests that would risk damage to the original

ESTIMATES

Approximate costs can usually be calculated on the basis of the published price list. The Library will provide cost estimates in advance upon receipt of a non-refundable service fee.

DELIVERY TIME

For orders of moderate size and complexity, photographs are usually completed within two to three weeks and microfilm and audio reformatting within two to three months from the date the order is received by the Preservation Reformatting Department. Large orders and those presenting special problems may take substantially longer. Status reports can be requested by contacting the Preservation Reformatting Department.

PAYMENT

Payment must accompany the order. Visa and Mastercard are accepted. Checks must be made payable to Columbia University, drawn on a United States bank, in United States Dollars.

MAILING

Unless otherwise specified, all domestic orders will be mailed first class; all foreign orders will be sent via air mail. The Library is not responsible for a lost or damaged item once it has been mailed. Insurance can be purchased at an additional cost.

Notice

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US Copyright Office, regulation § 201.14.

See: <http://www.copyright.gov>

I have read and agree to the Conditions of Service

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